

ENGINEERING REQUEST DATABASE

The engineering request database is a region specific Access database that is used to manage engineering work flow within the State. There are four separately maintained multi-user databases that are located at the servers in the following offices: Chattanooga TST, Elizabethton FO, Jackson AO and the Nashville SO. As a field staff person, you will be using the database to submit engineering requests and review requests that have been submitted in the past. These guide sheets will help you get started using the database.

SETTING UP/CONNECTING TO THE DATABASE

While the database is physically located at the offices described above, you will be using a program at your desktop to submit requests and review reports from the database. Depending on network traffic and your proximity to the server, the database may run slowly.

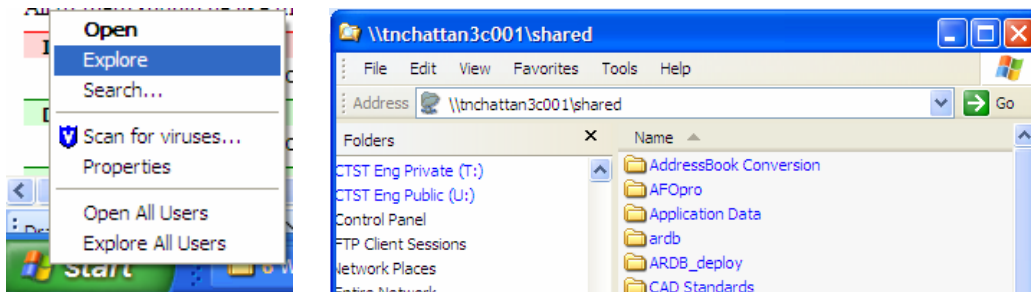
1. In Explorer (**Right Click Start, Select Explore**) type in the appropriate server on the address line as shown below.

Jackson: <\\Tnjackson0c001\shared>

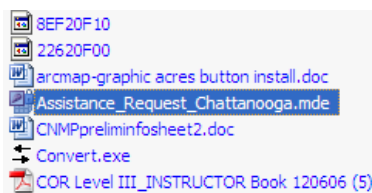
Nashville: <\\Tnnashvillc001\shared>

Elizabethton: <\\Tnelizabetc001\shared>

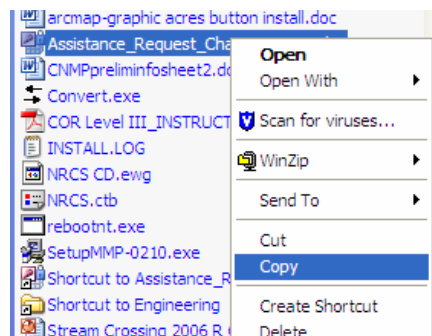
Chattanooga: <\\Tnchattan3c001\shared>



2. In the shared folder Look for a file with the name Assistance_Request_location.mde, **Right click** the file.



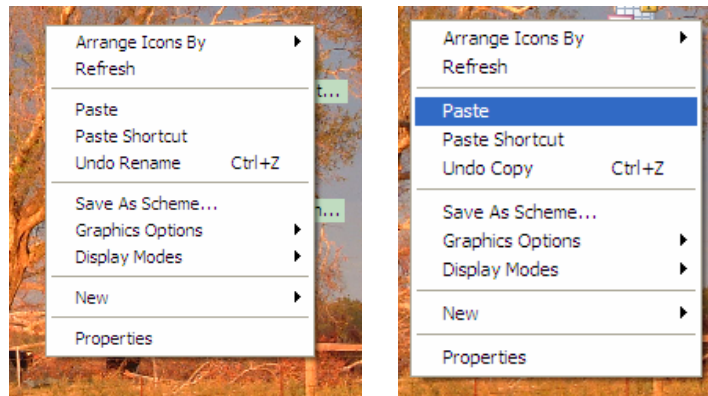
3. A drop down menu should be displayed as shown below.



4. **Select Copy** from the list of tasks.
5. Now go to **your** desktop.




6. **Right click** over your desktop in an “open” area (no icons or files).
7. When you do this, a drop down task menu should be displayed as shown below. The word Paste should be darkened. **Click Paste**.



8. After you paste the file to your desktop, you may have to locate it. The file does not necessarily “land” in the open area where you clicked. In the image below, the link to the database is shown in the center.



ADDING A REQUEST

1. After activating the database, click the  button located at the top of the Assistance Request Menu.
2. The Add Request-Form will be activated.

Add Request : Form

Chattahoochee Technical Service Team

Project/Landowner Name _____ County _____ Requested By _____

Date of Request **8/9/2006** Details _____

Request is For


- ☐ CMMP
- ☐ Cost Estimate
- ☐ I/E
- ☐ Survey
- ☐ Design
- ☐ Construction

Program _____ Practice _____

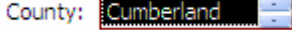
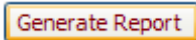
Additional Information Will Be Sent Via _____

Fiscal Year of the Request **04062006-1**

Record: **1** of 1

3. Fill out every data entry cell in the form, including the Additional Information and Fiscal Year fields, and close the form by clicking the close button  in the upper right corner of the form. If you do not fill out all parts of the form you will receive an error message.

VIEWING REQUESTS

1. After activating the database, type in the date range of the requests you want to view. Use format MM/dd/yyyy (i.e. 12/15/2006).
2. Select a county by scrolling through the County listing. The name of the County will be darkened when it is selected 
3. Click the  button.
4. The report generated shows all requests for the selected county during the given dates. Requests are organized by their status. Reports may run slow the first time they are created. Subsequent reports generally run faster.

[illegible]